

August 19, 1999

## **IMPORTANT**

MEMORANDUM TO FEDERAL AGENCY HEADS  
(DENVER FEDERAL EXECUTIVE BOARD MEMBERS)

SUBJECT: Revised Emergency Situations Plan (ESP)

**A copy of the new revised DFEB ESP (October 1, 1999) is attached along with the "Emergency Situations Plan Phone Authorization Sheet. Please update this form as necessary, and return to the DFEB office..**

As the Federal Government, our business is vital to serving the public everywhere. Therefore, it will be the DFEB policy to make every effort to avoid the widespread curtailment of public services in the Denver metropolitan area. We ask agencies to allow more general use of unscheduled or liberal leave; so that employees who find it impossible or unsafe to make it to work or who arrive late can use annual leave or leave without pay. We request agency heads and/or supervisors to be sensitive to the fact that localized weather and road conditions may preclude some employees from safely commuting to work.

Announcements pertaining to closures and delayed reporting will be made on KOA radio 850 aired between 5 a.m. and 9 a.m. twice an hour; and on News 4 Colorado from 5:30 a.m. to 7:00 a.m. This plan excludes the Boulder area and military installations.

It is important that you listen closely to the announcement pertaining to the DFEB: "The Federal Executive Board is closed," (or) "The Federal Executive Board is on () hours delayed reporting. The hours will be determined based on conditions. Please see pages 5-6 of plan for detailed information.

Early dismissal recommendations will be made on the DFEB Confidential HOTLINE only. Please inform your employees **NOT** to call the DFEB office for dismissal information. Final authority on any DFEB recommended action remains with the agency.

A handwritten signature in black ink, appearing to read "Tony K. McFarlin". The signature is fluid and cursive, with the first name "Tony" and last name "McFarlin" clearly distinguishable.

Chairperson

Attachments:

1. ESP Plan
2. ESP Phone Authorization Sheet

## **DENVER FEDERAL EXECUTIVE BOARD (DFEB)**

### **EMERGENCY SITUATIONS PLAN**

**October 1, 1999**

#### **INTRODUCTION:**

Under the direction of the Office of Personnel Management (OPM 5CFR, Part 960.107, subparagraph c (6)), the following guidelines apply to snow emergencies, severe icing conditions, floods, earthquakes, tornadoes, air pollution, power failures, interruption of public transportation, and other situations preventing significant numbers of Federal employees in the Denver area from reporting for work on time, or which require agencies to close all or part of their activities.

These procedures apply to all executive agencies in the Denver metropolitan area. It excludes the Boulder area and military installations. Facilities outside the Denver metropolitan area (Boulder) may prefer to develop their own plans, since they are subject to different emergency and traffic conditions.

It is recommended that Federal agencies in the metropolitan area comply with this area-wide plan and the announced recommendation on dismissal or closure.

Some agencies and/or operations and employees must continue on the job regardless of any group dismissal plan. The determination and designation of those positions, which cannot be temporarily suspended or interrupted, is a matter for the head of the office or activity. It is recommended the agency head advise, in writing, those employees who are to disregard any announcement concerning dismissal, late reporting or non-reporting (possible example: security personnel, maintenance personnel, medical personnel, postal employees, etc.)

#### **DFEB Responsibilities:**

1. All employees are to presume, unless otherwise notified, that their offices or activities will be open each regular workday regardless of weather or other emergency conditions which may develop. Employees are expected to cope with difficult driving conditions and moderate disruptions of the Public transportation system.

2. A FEB "Confidential Hotline" recording system (two lines) is operational in the FEB office. The confidential phone numbers are provided to Federal Agency Heads (DFEB members) after the DFEB receives a copy of your updated ESP Phone Authorization Sheet, as necessary. These numbers should be kept confidential and given only to those persons within

each agency, department and/or installation who have the authority, in the absence of the agency, department and/or installation head, to release employees. Under no circumstances should these numbers be disseminated to employees. This would defeat the intent of the system, namely, to provide agencies, etc., with immediate access to the DFEB recommended course of action.

3. The FEB Chairperson and/or Vice Chairpersons will determine an emergency situation exists which warrants consideration of closure, delayed reporting, or early dismissal of Federal offices and installations. Input from local authorities will be obtained and a determination made.

4. The FEB Chairperson and/or Vice Chairpersons will inform the FEB Executive Director of the recommendation. The FEB Executive Director will activate the FEB “HOTLINE.”

5. The DFEB Chairperson, Vice Chairpersons or Executive Director will notify two media stations if agencies are recommended to close, or to initiate delayed reporting. The code words to listen for are: “The **Federal Executive Board.**” The following are the official FEB emergency situation media stations:

- a. KOA – 850 AM radio station
- b. KCNC – Channel 4 television station

**Announcement:**

- (1) The Federal Executive Board is closed. or
  - (2) The Federal Executive Board is on delayed reporting.
- (Reference DFEB Announcements, paragraphs (a) and (b), pages 4 and 5.)

Agencies are strongly encouraged to inform all employees of the two media outlets. If an agency does not participate in the DFEB plan, it is the agency head’s responsibility to advise all employees to disregard the above announcement when aired. The DFEB will not be responsible for agencies not participating in the DFEB plan, e.g., Boulder area and/or military installations.

**Agency Responsibilities:**

1. All agencies are to assume that buildings will be open for business at the normal hours under all conditions. If GSA determines they will not be able to have any particular Federal building available for occupancy, GSA will unilaterally notify the agency/agencies affected directly. Agencies in leased buildings are required to make similar arrangements with the building managers.

2. At least annually, agencies should provide written procedures for emergency situations to employees working in the Denver metropolitan area. The notice should inform employees how they

will be notified, and include the DFEB text of the media announcements to be used. This notice should also explain the “unscheduled leave” policy whereby employees may request to use annual leave, leave without pay, and/or previously earned compensatory time off.

3. At least annually, agencies should identify “emergency” personnel and notify them in writing that they are designated as “emergency employees.” The term “emergency employee” is used to designate those employees who must report for work in emergency situations. The notice should include the requirement that emergency employees report for, or remain at work in emergency situations, and an explanation that dismissal or closure announcements do not apply to them unless they are instructed otherwise. If an agency determines a situation requires non-emergency employees to report for, or remain at work during an emergency, the agency should establish a procedure for notifying them individually. (Possible example: security personnel, maintenance personnel, medical personnel, postal employees, etc.)

4. Agencies are responsible for determining closure, dismissal, and leave policies for employees on shift work and alternative work schedules (i.e., flexible or compressed work schedules) and for informing employees of these policies.

5. There may be occasions in emergency situations that individual employees may face special family situations (e.g., when employees are expected to report for work on time, but the schools open late or are closed). The DFEB will not provide a “HOTLINE” announcement to cover these situations. Agencies should notify employees of procedures to be followed when this occurs, and should be as flexible and understanding as possible in approving leave in these situations.

## **INITIATING THE DFEB EMERGENCY SITUATIONS PLAN**

### **If Federal agencies are OPEN, employees are expected to report for work on time.**

Agencies may grant a reasonable amount of excused absence to employees who are unavoidably delayed in arriving for work. Factors such as distance, availability of transportation, and the success of other employees in similar situations should be considered in determining the amount of excused absence to grant. Employees are responsible for notifying their supervisors of their situation.

**Unscheduled Leave Policy.** Employees may take leave without prior approval.

When Federal agencies are open on time, but employees not designated as “emergency employees” may take annual leave or leave without pay (LWOP) without the prior approval of their supervisors. Employees designated as “emergency employees” are expected to report for work on time. Employees should inform their supervisors if they plan to take annual leave or LWOP.

### **DFEB Announcements**

The DFEB will provide one of the following announcements on the “HOTLINE” and to the media stations when an emergency occurs before the workday begins. Every effort will be made to make a decision and record the message on the “HOTLINE” by 5:30 a.m. Federal agencies, departments and installation heads can call the FEB’s HOTLINE and be guided by the FEB recommendation.

- (a) The DFEB is closed.** (Employees not designated as “emergency employees” are excused from duty without loss of pay or charge to leave. Employees designated as “emergency employees” are expected to report for work on time.) (Workdays on which a Federal activity is closed are non-workdays for leave purposes. Employees who are on approved leave before the closure must be granted excused absence. This does not apply to employees on LWOP, military leave, suspension, or in a non-pay status. Employees on alternate work schedules (AWS) are not entitled to another AWS day off “in lieu of” the workday on which the agency is closed.)

**Message: “This is the DFEB HOTLINE. Today is \_\_\_\_\_ and the time is \_\_\_\_\_. The DFEB recommends closure on (insert date or dates) because of (insert reason). You are requested to implement your agency procedures for non-reporting due to emergency situations.”**

- (b) DFEB is on (\_\_\_ hours) delayed reporting.** (Employees are requested to leave home \_\_\_\_\_ hours later than their normal departure time.)

**Message: “This is the DFEB Hotline. Today is \_\_\_\_\_ and the time is \_\_\_\_\_. The DFEB recommends delayed reporting (number of hours). You are requested to implement your agency procedures for delayed reporting due to emergency situations.”**

**Federal agencies are operating under a delayed reporting policy. Employees are requested to leave home ( ) hours later than normal departure time.**

When Federal agencies are operating under a delayed reporting, agencies will open on time, but non-emergency employees should adjust their normal home departure time consistent with the announcement, and non-emergency employees who arrive late will be excused without loss of pay or charge to leave. Employees designated as “emergency employees” are expected to report for work on time. (Agencies may use the guidance in OPM’s “Handbook on Alternative Work Schedules, December 1996” (section 12, “Flexible Work Schedules,” paragraph 1) to determine the “normal arrival and departure times” of employees on flexible schedules.

### **Emergencies During Normal Work Hours**

**Message: “This is the DFEB Hotline. Today is \_\_\_\_\_ and the time is \_\_\_\_\_. The DFEB recommends a (number of hours) early dismissal.”**

When the DFEB recommends an “early dismissal,” employees should be dismissed relative to their normal departure times from work. For example, if a 2-hour early dismissal were announced, as a result of a snowstorm or other emergency situation, workers who normally leave their offices at 4:30 p.m. would be authorized to leave at 2:30 p.m. Supervisors should exempt individual employees from recommended dismissal times under this policy only to avoid hardships (e.g., when younger children are released early from school and no alternative forms of childcare are available to the employee). When a supervisor exempts an individual employee from authorized dismissal times, the agency should not charge leave.

### **Varying Conditions**

There will be occasions when weather and/or emergency conditions vary throughout the metropolitan area. The DFEB will recommend Federal agencies consider operating under a liberal leave policy based on their particular situation.

## EARLY DISMISSAL LEAVE POLICIES

### How is leave handled when an “adjusted work dismissal is authorized?”

1. **Employee is on duty.** Agency should grant excused absence for the remainder of the workday following the employee’s authorized time of dismissal even if the employee is scheduled to take leave later in the day.
2. **Employee leaves before the time set for his or her authorized dismissal (with supervisory approval.)** In a situation not involving a hardship, the agency may charge leave for the period remaining before the employee’s authorized departure time.
3. **Employee leaves before official word of “early dismissal” is received.** The agency should charge leave or absence without leave, as appropriate, for the remainder of the workday.
4. **Employee is scheduled to return from leave after the announcement of an “early dismissal” policy, but before his or her authorized departure time.** The agency should charge leave for the period during which the employee is on approved leave and should grant excused absence for the remainder of the workday following the employee's authorized time of dismissal, even if the employee is scheduled to take leave later in the day.
5. **Employee is absent on previously approved leave (annual, sick, or leave without pay (LWOP)) for the entire workday.** The agency should continue to charge the employee leave for the entire workday.
6. **Employee fails to report for work before his or her authorized dismissal time.** The agency should charge annual leave, sick leave, or LWOP, as appropriate, for the entire workday. Exceptions to this policy should be made only in unusual circumstances.
7. **Employee is scheduled to report for work after an “adjusted work dismissal” policy is officially announced.** The agency may grant excused absence to the employee even if the employee is scheduled to take leave later in the day.





## DENVER FEDERAL EXECUTIVE BOARD

### EMERGENCY SITUATIONS PLAN PHONE AUTHORIZATION SHEET

Please indicate below the names and phone numbers of three individuals (including yourself as the DFEB member) who are authorized to use the DFEB Hotline in your absence.  
(Remember these numbers are **CONFIDENTIAL**.) You will be given the confidential phone numbers upon receipt of your form at the DFEB office. Remember to update when necessary.

**AGENCY NAME:**

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**MAILING ADDRESS:**

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**AUTHORIZED PERSONNEL:**

**NAME & PHONE NUMBER OF AGENCY DIRECTOR/ADMINISTRATOR (DFEB Member):**

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**ALTERNATE NAMES & PHONE NUMBERS:**

1.	<hr/>	<hr/>
2.	<hr/>	<hr/>
	<hr/>	<hr/>

DFEB Member Signature

Date

Please do **NOT** give these phone numbers to anyone other than those designated.

Return form to: Denver Federal Executive Board

6760 E. Irvington Place  
Denver, CO 80279-8000  
FAX: (303) 676-6666